

JOB DESCRIPTION
PLANNING AND ENGINEERING DEPARTMENT
PLANNER

1. **JOB TITLE:** PLANNER

2. **DEFINITION:** The position of Planner requires an individual who is capable of exercising independent judgment, who possesses the personal disposition and psychological qualities generally required of people who work well with the public and other employees, and who possesses the educational background and/or relevant experience as regards land use administration in a rapidly growing community. This is a mid-level position. The employee will be under the supervision of the Planning Director. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; this employee will be subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION:**
 - a. A Planner must be capable of operating a personal computer and printer, facsimile machine, photocopier, and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Planning and Engineering Department. Work is generally performed indoors and in a smoke-free environment. The employee will be expected to make frequent inspection trips to construction sites, improved and unimproved, and to properties within the City and County in all weather conditions.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Prepares illustrations and exhibits for public meetings, presentations and advertisements.
 - b. Determines real property ownership from examination of tax records.
 - c. Prepares meeting rooms for public meetings.
 - d. Posts signs on properties for notification purposes.
 - e. Prepares accurate legal notices for public hearings and other matters requiring notifications.
 - f. Correctly advises the public regarding zoning district boundaries, the corporate limits, development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures.
 - g. Attends scheduled meetings after regularly scheduled work hours.

- h. Reviews development plans, prepares staff comments, and advises the Planning Commission and developers regarding proposed plans.
- i. Researches demographic and economic information and writes reports for the Planning Director, Planning Commission, and City Council.
- j. Effectively and courteously communicates with the public and officials and employees of the City, some of whom may be irate or unreasonable, orally and in writing.
- k. Addresses public bodies regarding development plans, zoning applications, ordinance amendments, and annexation requests.
- l. Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the City.
- m. Researches necessary information and writes annexation, zoning, and land use reports.
- n. Evaluates compliance with zoning and other city ordinances by visual on-site inspections.
- o. Sits, stands, stoops and walks intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Assists with the preparation of agendas for public meetings.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. A bachelor's or master's degree in Urban Planning, or bachelor's or master's degree in related field is required with relevant experience in Urban Planning or Public Administration preferred.
- b. Possess a driver's license valid in the State of Tennessee.
- c. Must be at least 21 years of age.
- d. Must have legal authorization to work in the United States of America.
- e. Must submit to and pass a drug and alcohol screen.
- f. Physical and mental ability to work independently and confidentially.
- g. Ability to concentrate and accomplish tasks despite interruptions.
- h. Must possess excellent communication skills, both written and oral.
- i. Ability to think effectively while speaking to a public body.
- j. Ability to perform a variety of tasks simultaneously or in rapid succession with frequent interruptions.
- k. Must possess a good reputation for confidentiality.
- l. Ability to research information and prepare reports as directed.
- m. Possess the ability to perform the duties of the position for an entire work day of 7.5 hours.
- n. Must be available to work hours as assigned or as necessary.
- o. Possess the ability to report for work on time and performs job responsibilities in a timely manner in order to meet scheduled deadlines.

- p. Possess temperament and good judgment to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable.
- q. Possess excellent human relations skills with the ability to communicate effectively with the public, elected officials, department heads, and other employees of the City.
- r. Must possess the ability to safely operate an automobile for the purpose of posting signs on property and monitoring compliance with the zoning ordinance and other development regulations.
- s. Ability to learn departmental policies and procedures.
- t. Ability to access archive files to retrieve information.

**Exempt
Safety Sensitive
June 23, 2000**